



Office of the City Clerk

Weekly Report – for Week Ending May 8, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City General May 19, 2015 Election:

Poll Worker Recruitment/Training - 2,192 poll workers out of 2,644 have been recruited, representing 82.9% of the total needed. 100% recruitment is expected by next week. 30 poll worker training workshops were conducted.

Vote-By-Mail (VBM) - To date, a total of 320,436 VBM ballots have been issued and 36,214 voted VBM ballots have been received.

Voter Outreach - The Election public service announcements were posted on the website in 11 languages. Six outreach events were attended this week.

Tally System Preparation - Logic and Accuracy test ballot decks have been printed, finalized, and tested on the vote tally system. The test decks are used to validate the logic of the tally software setup and test the accuracy of the ballot card readers. The initial Logic and Accuracy testing has been completed.

Revenue - City Clerk received \$989,331 from Los Angeles Unified School District as an advance payment for the 2015 Municipal Elections.

In-House Elections:

Board of Deferred Compensation DWP and Retired Participants - Ballot packets were mailed on May 6 to approximately 15,236 eligible voters for the upcoming May 22, 2015 election.

Fire Department Retired Employee Member for the Board of Fire and Police Pensions - The election billing was provided to the Board on May 5. The total cost for administering the election was \$6,848.46.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	21/0
Number of Notices/Publications	36
Number of Contracts Attested	9
Number of Council Files Created	64
Number of Claims Received	100
Number of Referrals	46
Number of Council Meetings	3
Number of Committee Meetings	9

Novus Electronic Document Submission - Since rolling out the new system, 1101 documents have been submitted electronically from 32 city departments.

Electronic Claim for Damages form - Of the 100 claims received this week, 78 claims were submitted electronically. The number of electronically submitted numbers continues to trend upward, and paper submissions continue to decline.

Records Storage RFP - Contract negotiations with the recommended vendor are in progress.

TOP ITEMS

- **Ballot Tally System Setup and Testing in Progress**
- **83% of Poll Workers Recruited To Date**
- **320,436 Vote-By-Mail Ballots Mailed to Voters**
- **To Date, 40 Departments Notified of over 73,000 Boxes of Records Eligible for Destruction**



Office of the City Clerk

Weekly Report – for Week Ending May 8, 2015

Web Application Migration - Fourteen (14) web applications have been migrated from our ColdFusion web development platform from version 8 to version 10. The new version improves application performance. In addition, the new security feature protects web applications against data breaches and defacement.

Neighborhood and Business Improvement Districts:

On May 5, 2015, the Ordinance of Intention was adopted by Council for the proposed Pacific Palisades Business Improvement District. The Ordinance of Intention for the proposed South Park II and renewal of the Gateway to LA Business Improvement Districts were forwarded to the City Attorney for review and signature.

The second batch of refund checks were processed and mailed for the disestablished Arts District. Refunds totaled \$20,937.50. Refund processing continues.

Records Destruction - Lists were prepared for the LAPD of over 25,000 boxes of records in the City Records Center that are eligible for destruction. To date this calendar year 40 departments have been notified of over 73,000 boxes of records eligible for destruction.

Archives Photograph Use Licenses - Two requests for licensing rights to photographs in the City Archives were received. Use license negotiations are in progress.

Special Project (Film Conversion) - The City Archives received a \$15,000 grant from the discretionary funds of Councilmember Bernard Parks to be used for the conversion of LAPD film and video to a digital format.

Fiscal - Staff continued analysis of the Proposed Budget for FY 15-16; completed the Monthly Expense Report, Financial Status Report and Petty Cash Bank Statement for April 2015.

AB1290/Council Contracts - Staff drafted one (1) contract; executed one (1) contract; has 10 contracts in progress; has five (5) contract closeouts in process.

ISSUES

None to report.

UPCOMING. . . .

Supply Pick Up Day (SPUD) - On May 9, staff will coordinate the supply pick up day process at 13 collection depots in order for poll workers to pick up their Election Day supplies.

In Person Voting - In person voting at City Hall, Room 395 will begin on May 11, 2015. The last day for in person voting in the City Clerk's Office is May 18, 2015.

Waterfront Development Meeting - The Trade, Commerce and Tourism Committee offsite meeting at the Port of Los Angeles is tentatively scheduled for May 14.

Budget and Finance and Public Works Committees Offsite Meeting - (location to be determined) is tentatively for May 28 to discuss sidewalks.